



Department of Administration
Purchasing Division

Tom Barrett
Mayor

Sharon Robinson
Director of Administration

Rhonda U. Kelsey
City Purchasing Director

February 26, 2020

ADDENDUM NO. # 4

Bid #17148 – VSC for Background Checks
Original Closing Date: 02/06/2020 @ 2:00 PM CST
New Closing Date: 03/05/2020 @ 2:00 PM CST

NOTICE TO BIDDERS:

On 01/15/2020, you received notice of the above subject bid.

Please Note:

1. **THE BASIC BACKGROUND CHECK DOES NOT NEED EDUCATION VERIFICATION, WE ARE REMOVING THAT REQUIREMENT.**
2. **THE BASIC AND THE COMPREHENSIVE BACKGROUND CHECKS SHOULD BOTH INCLUDE A NATIONAL SEARCH.**

Bidders Questions and Answers:

Q1. "On the packages - Does each individual, regardless of their address have to go through the following investigations? Milwaukee County, Waukesha County, State of Wisconsin Criminal History - The State search includes the two counties listed above, it would be duplicating efforts, right?"

A. It may not always be duplicative, we would like to leave the two counties in.

Q2. "Can you provide the current pricing the City is paying for the services listed in the bid?"

A. Unit Price for Basic Background Checks \$38.50 Each.

Unit Price for Comprehensive Background Checks \$74.50 Each.

Unit Price for Fire Department Comprehensive Background Checks \$115.00 Each.

Additional services were not bid before.

Q3. "Who are the current vendors?"

A: Current vendor is Quick Acquisition, LLC.

Q4. "How much do they charge for each of the reports?"

A: Unit Price for Basic Background Checks \$38.50 Each.

Unit Price for Comprehensive Background Checks \$74.50 Each.

Unit Price for Fire Department Comprehensive Background Checks \$115.00 Each.

Q5. "Please provide historical data on the vendor(s) for the last 3 years including how much they charge, how many assignments did they receive, and how many of each type of assignment they received?"

A: Unit Price for Basic Background Checks \$38.50 Each.

Unit Price for Comprehensive Background Checks \$74.50 Each.

Unit Price for Fire Department Comprehensive Background Checks \$115.00 Each.

2017 – 356 total assignments
2018 – 424 total assignments
2019 – 523 total assignments

Q6. "What is your estimated annual volume?"

A: Estimated annual volume may vary and not guaranteed. Estimated number of screens for 2019 was 523.

Q7. "What is your estimated budget for this project?"

A: Estimated contract total is \$50,000.00. Contract total depends on the quantity and type of performed background checks. The volume of background checks listed is an estimate and is no guarantee as to the amount that will be purchased during the term of the contract.

Q8. "Are there any pain points with your current provider?"

A: No.

Q9. "Why are you evaluating new providers for background screening services?"

A: Current contract for Background checks has expired and the City has issued a competitive Bid to obtain best offer.

Q10. "What is your anticipated start date?"

A: As soon as practicable after the bid opening date.

Q11. "Will preference be given to providers that are accredited by (not just a member of) the Professional Background Screening Association (PBSA, formerly NAPBS)?"

A: No.

Q12. "Regarding Payment Monitoring Requirements noted on pg. 8 of the ITB, can the City provide additional details on what type of payment information must be provided?"

A: This provision does not apply to this Bid and no training/payment monitoring will be required. It applies only to Bids with a specific percent of mandatory SBE requirement.

Q13. "Regarding cooperative purchasing, will our pricing extend to any colleges and universities as well?"

**A: Price will be extended to VALUE members of local government entities in the Southeastern Wisconsin. Full list of current VALUE members might be requested from value4gov.org
For example, Wisconsin Technical College System (WCTS) is a VALUE member and pricing will be extended to WCTS as well.**

Please be advised that the award of this bid by the City of Milwaukee is not contingent upon your agreement to the above request. If, however, you agree to extend to any other agencies, each agency will be responsible for issuing and administering its own contract and resulting purchase order.

Q14. "Many of the searches requested in package C encounter third-party (e.g. state, government, etc.) access fees. Typically, it is more economical to allow for pricing that passes through these access fees at cost, instead of requiring vendors to create a one-size-fits-all flat rate. Would the City be open to a more economical pass-through fee approach?"

A: For our purposes it would be better for us for vendors to assess fees on a case-by-case basis. Without knowing how many of the background checks incur these kind of fees we certainly don't want to tack on an additional charge and pay more in the long run.

Q15. "Prices vary greatly by county and/or states. Does the City have any statistics from previous years on counties and/or states specifically related to package C?"

A: No.

Q16. "For package C, the City is requesting a primary name plus any applicable AKAs search. Can you please clarify which of the specific searches in the package should include criminal results for all AKAs?"

A: The vendor would have to do checks for all of the aliases to ensure they capture the complete background.

Q17. "City asks for an education verification for the highest level achieved in package A, but also states user departments can increase the number of years for an educational verification to a period longer than 7 years from the date of high school graduation. Please clarify is the City looking for the highest level of education achieved?"

A: Yes, the City is looking for the highest level of education achieved.

Please note: The basic background check does not need education verification, we are removing that requirement.

Q18. "In 2014's winning bid, there is no package for the Milwaukee Fire Department. Assuming Fire Department searches weren't included in the first bid, how is the Milwaukee Fire Department currently handling background checks, what searches are included in the current package, and what is the current pricing?"

A: Fire Department searches were not bid previously and another contract was utilized. The same searches are included in current package as requested for this Bid. Unit Price for Fire Department Comprehensive Background Checks \$115.00 Each.

Q19. "Please clarify if Socially Responsible Contracts mentioned on page 7 of the Invitation to Bid is a submission requirement."

A: Socially Responsible Contractors Affidavit is not a mandatory requirement for this Bid.

Q20: "Underneath Basic and Comprehensive Check - There is no national search at all, only local background checks, is this accurate?"

A: The basic and comprehensive should both include a national search.

Q21. "This is with reference to Bid # B17148 for a background check service provider. We are working on responding to the same and would like to check if you have a vendor Q&A document for us to refer."

A: We do not have a vendor Q&A document to refer besides this addendum.

Q 22. "Also, would like to check if we have an opportunity to co-bid his with a local SBE."

A: This bid does not include SBE participation requirement.

We do not have co-bidding process.

Q 23. "Is it necessary to have the following insurance requirement for this bid? I'm not sure it's relevant to the bid. Automobile Liability. Bodily Injury: \$500,000 per person. \$1,000,000 per occurrence. Property Damage: \$500,000 per occurrence."

A: Yes, Automobile Liability is required.

Q 24. "The Basic Background Check shall include:

Question – The package is requesting an Education Verification service based on a 7 year scope from date of high school graduation. What type of employee is normally screened for the basic package? How often is the highest degree determined to be a college or university? How often is a trade school or high school the highest degree?"

A: We are removing Education Verification from the basic package requirements.

We have not tracked the "how often?" For the comprehensive package, the standard should be as written, which is highest degree conferred.

Q 25. "The Comprehensive Background Check shall include:

Question – This package is requesting a - License/Certification/Registration Verification (if applicable) – How often is this service required?"

A: We do not track this.

Q 26. "On page 2 of the Bid document it states that "Unit Prices Must Include All Applicable Fees". Does this mean that the Unit price should include all government/court fees and 3rd party fees or will the bidder be able to submit a list of government and 3rd party fees which may be added to the Unit price?"

A: The unit price should include all applicable fees.

This certificate is to be signed and submitted with your bid response and returned before 2:00 PM of the closing date to the Department of Administration – Purchasing Division, Room 601, City Hall, 200 E. Wells Street, Milwaukee, WI 53202.

ANY ADDENDUM NOT RECEIVED BY 2:00 PM ON 03/05/2020 MAY RESULT IN BID REJECTION.

Sincerely,

Diana Herrejon

This is to certify that I/we have read the above and have incorporated it in my/our bid.

DATE: _____ SIGNED: _____

NAME OF FIRM: _____

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